



DISTRICT AND SCHOOL

Test Coordinator's Manual

**South Carolina
Department of
Education**

Spring 2007

ELDA Test Coordinator's Manual

SPRING 2007 ELDA K–12 TESTING SCHEDULE

DATE	ACTIVITY
January–February	Schedule and conduct training sessions for School Test Coordinators (STCs), test administrators (TAs), and monitors.
Monday, December 4– Friday, January 12	Districts order customized test materials online from Data Recognition Corporation (DRC).
Monday, February 26	State ELDA testing window begins.
Friday, April 20	State ELDA testing window ends.
Within one to three days after testing:	District Test Coordinators (DTCs) return all test materials back to DRC.

Districts will have six weeks within the state window in which to administer the ELDA. Because spring break occurs during the state window, it is not necessary for the district window to be six consecutive weeks.

DTCs are responsible for training all personnel who will be administering the ELDA.

ELDA Test Coordinator's Manual

ENGLISH LANGUAGE DEVELOPMENT ASSESSMENT (ELDA)

Developed by

THE STATE COLLABORATIVE ON ASSESSMENT AND STUDENT STANDARDS (SCASS)
for Assessing Limited English Proficient Students (LEP)
and
American Institutes for Research

with operational support provided by
Data Recognition Corporation

The ELDA is a product of the collaboration among LEP SCASS member states, the Council of Chief State School Officers (CCSSO), and the U.S. Department of Education. Funding to support development of this assessment has come from LEP SCASS member states, CCSSO, and the U.S. Department of Education through a Section 6112 Enhanced Assessment Instruments grant.

Copyright© 2005 by the Council of Chief State School Officers. All rights reserved.

The Council would like to acknowledge and express its gratitude to the LEP SCASS members, who have dedicated their time and insights to ensure that ELDA not only meets the requirements of the law, but also meets the needs of students and teachers. LEP SCASS members contributing significantly to the development of ELDA include staff from the following states:

Georgia	Louisiana	Oklahoma
Indiana	Nebraska	South Carolina
Iowa	Nevada	Virginia
Kentucky	New Jersey	West Virginia
	Ohio	

COUNCIL OF CHIEF STATE SCHOOL OFFICERS

Valerie Woodruff (Delaware), President
Elizabeth Burmaster (Wisconsin), President-Elect
David Driscoll (Massachusetts), Vice-President

Gene Wilhoit, Executive Director

Don Long, Director, and Ellen Forte, LEP and ELDA Coordinator
State Collaborative on Assessment and Student Standards

Council of Chief State School Officers
One Massachusetts Avenue, NW
Suite 700
Washington, DC 20001-1431

ELDA Test Coordinator's Manual

TABLE OF CONTENTS

INTRODUCTION	1
LEGAL REQUIREMENTS FOR TEST SECURITY	1
STATE BOARD REGULATIONS	2
GUIDELINES FOR REPORTING TEST SECURITY VIOLATIONS	5
TEST SECURITY VIOLATIONS AND STUDENTS WITH DISABILITIES	7
ADMINISTRATIVE GUIDELINES	8
TEST MATERIALS.....	14
DEADLINE FOR RETURN SHIPMENT: APRIL 24, 2007	15
GENERAL INSTRUCTIONS.....	18
NONSECURE MATERIALS	18
ALERT PAPERS	18
QUESTIONS	18
2007 ELDA DIRECTIONS ADDITIONAL MATERIALS ORDER FORM.....	19
ADDITIONAL MATERIALS REQUEST FAX FORM	21
ADDITIONAL LABELS REQUEST FAX FORM	22
INTRA-DISTRICT TRANSFER OF SECURE ELDA MATERIALS.....	23

ELDA Test Coordinator's Manual

ELDA Test Coordinator's Manual

INTRODUCTION

This District Coordinator Manual for the English Language Development Assessment (ELDA) contains general information about the assessment and specific information about administering the Spring 2007 K–12 Reading, Writing, Listening, and Speaking ELDA.

Before distributing materials to your schools, please review the information in this manual to familiarize yourself with the assessment procedures. This information is essential to the successful coordination of the ELDA. Please read this manual carefully before administering the assessment.

Test administrators must be trained to administer the ELDA and comply with state and local assessment regulations and procedures.

LEGAL REQUIREMENTS FOR TEST SECURITY

S.C. Code Ann. § 59-30-10 (i) (1990) requires the State Board of Education, through the State Department of Education, to provide for the security and integrity of the tests that are administered under the assessment program.

S.C. Code Ann. § 59-1-445 (Supp. 2002) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

- (1) It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

ELDA Test Coordinator's Manual

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

- (2) The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the State Department of Education.

The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

- (3) Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

STATE BOARD REGULATIONS

S.C. Code Ann. § 59-1-447 (1990) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 24 S.C. Code Ann. Regs. 43-100 (Supp. 2003), are reprinted below:

- I. Tests administered by or through the State Board of Education shall include but are not limited to:
 - A. The statewide tests, as defined in the State Board of Education Regulation 43-262, including field tests and pilot tests;
 - B. Examinations for admission to teacher education programs and teacher certification examinations;
 - C. Examinations for admission to programs such as the gifted and talented program;
 - D. The High School Equivalency Program test (GED).
- II. As used in this regulation, “local school board” means the governing board of a public school district as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.

ELDA Test Coordinator's Manual

- III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location(s) in the district under lock and key. This also applies to district owned materials that are the same as those used in any State-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities.
- IV. Each District Superintendent must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the State Department of Education (SDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.
- V. State-owned test materials and district-owned materials that are the same as those utilized in any State-mandated testing program must not be used for census testing in the grades included in the State-mandated program(s) except on testing dates specified by the State Department of Education.
- VI. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SDE.
- VII.
 - A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction;
 - B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.
- VIII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the High School Equivalency Program test (GED) forfeits all opportunities to retake the test(s).
- IX. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. Section 59-1-445 (1990). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).

ELDA Test Coordinator's Manual

- X. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
- A. Failing to administer tests on the test dates specified by the SDE.
 - B. Failing to maintain an appropriate testing environment, free from undue distractions.
 - C. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities.
 - D. Providing examinees with access to test questions or specific test content prior to testing.
 - E. Providing examinees with access to answer keys prior to or during testing.
 - F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content.
 - G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secure test.
 - H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
 - I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.
 - J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
 - K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
 - L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
 - M. Leaving in view of examinees during test administration materials that are content or conceptually related to the ELDA subtests being assessed.
 - N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.

ELDA Test Coordinator's Manual

- O. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 plans. This includes providing more accommodations (customization, modifications) than appropriate.
- P. Excluding examinees or exempting from assessment students who should be assessed.
- Q. Failing to return test materials for all examinees.
- R. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.
- S. Revealing test scores or test performance to anyone not involved in the education of the examinee.
- T. Altering test scores in electronic records or files.
- U. Failing to report a security breach.
- XI. The South Carolina Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.
- XII. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division (SLED).
- XIII. If a security breach occurs in a district rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district by the State Department Education at the discretion of the State Board of Education.
- XIV. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credentials of an educator may be suspended or revoked based on evidence of violation of test security provisions.

GUIDELINES FOR REPORTING TEST SECURITY VIOLATIONS

All suspected test security violations as defined in S.C. Code Ann. Section 59-1-445 (2004) or 24 S.C. Code Ann. Regs. 100 (2003) will be reported to the South Carolina Law Enforcement Division (SLED) in one of two ways: (1) for investigation or (2) for information. Allegations in which someone knowingly or willfully violates provisions of the SC Code will be referred to SLED with a request to investigate. Allegations in which someone may have violated a State Board Regulation will be referred to SLED for information.

Suspected test security violations must be reported to the Office of Assessment but also may be reported directly to SLED by the district. Internal review committees within the Department of Education will review all of the circumstances of each reported case and make a determination of the action to pursue. As appropriate, the district will be notified by the SDE when the report is forwarded to SLED. Reports may serve as a basis for initiating invalidation of test scores or for

ELDA Test Coordinator's Manual

other action by the State Board of Education. The SDE will notify the district when the SDE receives a final report from SLED.

The following guidelines outline the steps that should be followed when investigating a suspected test security violation and the documentation that must be provided to the Office of Assessment when reporting the results of the district investigation into the incident.

1. If a test security violation is observed within a school, the individual(s) observing the incident must notify the School Test Coordinator (STC) or District Test Coordinator (DTC) as soon as possible. The STC must notify the District Test Coordinator (DTC) immediately regarding the violation.
2. The DTC and the STC are responsible for conducting a comprehensive investigation to reconstruct what occurred to cause the allegation. The investigation should capture information including the “who, what, where, when, and how” of the incident. As soon as possible after learning of the incident, the STC and/or the DTC should interview each person involved with the incident; all interviews should be conducted individually to elicit the most reliable information. Open-ended questions should be used during the interview process to obtain the most compelling evidence. In the case of student interviews, the STC should write a summary of the information learned from each student; it is not necessary to have the students provide a written statement. The STC should obtain a written statement of the events from each adult involved in the situation, including the accused. Statements should be signed in ink and dated (dd/mm/yy).
3. The STC and/or DTC must write a summary of the information obtained from all persons with knowledge of the incident as a result of the interviews. The summary should provide a reconstruction of all events pertinent to the allegation giving all related facts. The summary should not include judgments or conclusions regarding the guilt or innocence of the accused. The summary should include statements that explain how the violation was reported to the STC and information that support or refutes the credibility of any witness. In the summary, the STC or DTC should discuss any actions taken as a result of the investigation and should indicate if the district has already referred the allegation to SLED.
4. The DTC will forward his/her report to the SDE. In addition to the summary of the incident, the following information must be provided, as appropriate and available:
 - a. name of testing program (e.g., PACT)
 - b. the name of the person reporting the alleged violation
 - c. date(s) of the alleged test security violation
 - d. district name
 - e. school name
 - f. first, middle, and last name of person who allegedly committed the violation
 - g. teacher certification number, if applicable
 - h. the test subject area(s)
 - i. the grade level of the test(s)
 - j. security number from the students' test booklets/documents

ELDA Test Coordinator's Manual

- k. student(s) impacted by the violation, if applicable, giving the first, middle, and last name and student ID numbers (If the allegation involves a group of students, all would be listed.)
 - l. student ID numbers (If it is a class of students, all would be listed)
 - m. gender of each student
 - n. ethnicity of each student
5. To protect the confidentiality of the parties involved, all documents must be mailed to the Director of Assessment, 607 Rutledge Building, 1429 Senate Street, Columbia, SC 29201. Documents may also be faxed as long as a staff member in the Office of Assessment is notified immediately prior to sending.

Districts are encouraged to establish internal reporting procedures to supplement these guidelines.

TEST SECURITY VIOLATIONS AND STUDENTS WITH DISABILITIES

DTCs and STCs should work closely with special educators at the school level to ensure that all accommodations and modifications, allowable on the ELDA, are provided for students with disabilities in accordance with each student's individualized education program (IEP) or 504 Plan.

The State Board of Education Regulations 24 S.C. Code Ann 59 (Supp. 2003) state that **not providing** accommodations (to include customized test forms and modifications) as specified for students with IEPs or 504 Plans **or** providing **more** accommodations (customization, modifications) than specified are considered breaches of professional ethics that may jeopardize the validity of the inferences made on the basis of test data. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.

In the event of a test security violation involving testing accommodations or modifications for students with disabilities, the DTC must report the test security violation in accordance with the procedures outlined in the previous section.

The school/district must also convene the IEP/504 Plan team to review the test security violation. During the meeting of the IEP/504 Plan team, the team may consider only the testing accommodations or modifications as written in the IEP/504 Plan and may not change the accommodations or modifications specified in the plans. The team must address the test security violation as follows. If a student

- **received a modification** that is not specified in the IEP/504 Plan, the team must invalidate the test administration by placing a Do Not Score label on the student's test booklet/answer document.
- **received an accommodation** that is not specified in the IEP/504 Plan, the team must determine whether the unauthorized accommodation causes the test administration to be invalid.

ELDA Test Coordinator's Manual

- **did not receive a testing accommodation or modification** that is specified in the IEP/504 Plan, the team must determine whether the test administration is valid without the specified accommodation and/or modification.

If the IEP/504 Plan team determines that

- the test administration is valid, the test is returned for scoring. Remember to mark the correct accommodations and modifications codes on the front cover of the student's test booklet/answer document.
- the test administration is not valid, the district must invalidate the test by placing a Do Not Score label on the student's test booklet/answer document, report the violation to the SDE, and return the test booklet/answer document to the contractor, Data Recognition Corporation.

ADMINISTRATIVE GUIDELINES

TEST ITEMS ARE SECURE

While the ELDA K–2 inventory items are not secure, they should not be disseminated to individuals who are not directly involved with the assessment. ELDA 3–12 test items **are** secure. It is not permissible for monitors, TAs, STCs, DTCs, parents, guidance counselors, principals, or other school personnel to open test booklets for the purpose of reading test items before testing, during testing, or after testing.

Do not leave secure materials unattended at any time. If a TA must leave the room before testing begins, the test booklets should be placed in a secure, locked cabinet, closet, drawer, etc., or all test booklets should be taken with the person.

Teachers should not discuss test items with students even if students ask questions about content on the tests. TAs should take extra care when reviewing subject content or answering questions during the testing period.

After testing, access to secure materials is restricted to make-up testing sessions and **supervised** sessions for completing or editing demographic codes on student test booklet/answer document covers.

TEST SECURITY AGREEMENT FORMS

All school and district personnel who will have access to secure test materials are asked to sign the *Agreement to Maintain Test Security and Confidentiality* form. Two types of forms are available for district/school use. One form is for DTCs, STCs, and TAs; the other form is for all other personnel who may assist with testing, including monitors. Test security forms should be signed after each person has participated in ELDA training and retained by the DTC.

These forms are provided in **Appendix D** of the *TAM*. They are perforated for easy removal and may be copied. Districts may add their own test security agreements. All signed test security forms must be returned to the DTC. The DTC is responsible for collecting and storing the forms for three years.

ELDA Test Coordinator's Manual

CODING OF DEMOGRAPHIC INFORMATION ON TEST BOOKLETS (K–2) AND ANSWER DOCUMENTS (3–12)

Sessions supervised by the STC for the coding of student demographic information may be held no more than two weeks before testing. Access to the test booklets (K–2) and answer documents (3–12) is restricted to the labeling and coding of the outside and inside of the front covers (pages 1 and 2) of the test booklets and answer documents.



POLICY ON USE OF ELECTRONIC COMMUNICATION, IMAGING, AND PHOTOGRAPHY DEVICES

Students **may not** bring into the testing location **any electronic or other device** that can be used for communicating, timing, or imaging. These devices include, but are not limited to, cell phones, pagers, beepers, headphones, stopwatches, electronic translators, hand-held devices, PDAs, or any electronic imaging or photographic device.

TEST ADMINISTRATOR AND MONITOR PARTICIPATION DURING TESTING

During testing, TAs are encouraged to walk around the room to check that students are following the directions for appropriately darkening bubbles for multiple-choice items, and working on the lines or in the space for constructed-response items.

The diagram below shows an example of correctly and incorrectly marked bubbles.

Correct	Incorrect
	

If a problem is detected, such as a student drawing a single line through a bubble, it is permissible to alert the student. It is also permissible to give general reminders to the class. For example, the TA could say “Remember to do a good job of erasing if you need to change an answer.”

While walking around the classroom, it is also permissible for TAs to check that students are following the directions for marking their responses in the correct section of the test booklets and answer documents. For example, answers to questions in the reading test must be marked in the corresponding section of the answer document. The TA may remind students that writing responses must remain inside the page border to be scored.

TAs should remind students to complete all questions in a given section of the test. The TA may say to the class “Remember to continue working until you come to the stop sign.”

It is not permissible, however, to stop and read test items or students’ responses in their test booklets/answer documents or to indicate to students that they should change their answers in any way. TAs should **not** look through the students’ test booklets/answer documents after they are turned in to make sure that all questions were answered.

ELDA Test Coordinator's Manual

TESTING NOTIFICATION

DTCs and STCs should make sure that students and their parents or guardians are notified about the testing schedule. All parents should be told in advance the dates and times each test will be administered.

Parents should be notified, **in advance**, of any special conditions that will apply to the testing of their children.

TESTING DAYS AND HOURS

As stated in the State Board Regulations, all schools must administer tests on the dates specified by the SDE. Districts should determine policies for the testing hours in their schools. Testing may begin at any time during school hours that allows sufficient time for students to complete the assigned test.

APPROPRIATE TEST ENVIRONMENT

Planning for and providing an appropriate test setting is essential. The following are some considerations for ensuring that all students have an equal opportunity to perform their best on the ELDA.

- Students should be tested in rooms that have good lighting, adequate ventilation, and sufficient space.
- Schools are strongly encouraged to avoid large-group administrations in settings such as the library or cafeteria.
- Testing in a familiar classroom setting should reduce test anxiety for students and should simplify test security.
- Freedom from interruptions or distractions is important to any testing environment; the classroom should be quiet. A “Do Not Disturb” sign is included in Appendix D of the *TAM*; it may be removed from this manual and taped to the outside of the classroom door.
- Word walls must be taken down or covered during any type of testing. Any other subject-related materials must be covered or removed from the walls, doors, windows, student desks, floors, ceilings, or windows before test administration begins.
- The ELDA is not a timed test. Therefore, students should be given as much time as they need to complete each section of the test. Since some students may take a much longer time period to finish testing than other students, districts should develop guidelines for schools to follow regarding what TAs may tell students who have completed and turned in their test for that day.

ELDA Test Coordinator's Manual

- The length of time the school can allow a student to continue working on a test is dependent upon the student, the testing situation, and the information available to the TA. As long as the student actively works on items (e.g., bubbling responses and writing), the TA must allow the student to continue with the test.
- District policy should dictate whether staying after school to administer or take tests is an acceptable option. ELDA tests, however, must begin and end on the same day unless the student has an IEP specifying administration of a single test over several days.

MAKE CONTINGENCY PLANS FOR DISRUPTIONS DURING TESTING

Make contingency plans for unexpected disruptions. Schools should have policies and procedures in effect for classroom disturbances that interrupt testing. TAs should know how to handle disruptions such as unruly students, students arriving to school late, parents wanting to pick-up children during the test period, etc.

FIRE DRILLS, BOMB THREATS, POWER FAILURE

If a **fire drill or bomb threat** occurs during testing, the TAs should collect the booklets and other secure materials as the students file out of the room. The TA can keep the booklets secure by taking them outdoors or locking them in a secure location within the classroom.

If a power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to another day within the state testing window.

TESTING IRREGULARITIES

Often incidents occur during testing that may impact a student's score. Testing irregularities are defined as any situation that interferes with the usual or prescribed testing procedure as specified in the *TAM*. For example, a student may become ill or a disruptive student may disturb classmates taking the test.

STCs and DTCs need to be informed of these situations so that a decision can be made regarding the validity of the student's score. The *Test Irregularity Form*, found in **Appendix D** of the *TAM*, is provided for this purpose.

TAs should report any incident on the form that is believed to significantly affect a student's score. It is not necessary to record minor incidents such as a sleeping student, a day dreaming student, a student reading aloud, or accidental noises such as a garbage truck or the Public Address system.

STCs, in conjunction with the DTC, should collect and review the irregularities to determine if the school or district should take further action. Some irregularities may necessitate the invalidation of test scores or the addition of an explanation to a student's record. If the decision is to invalidate a student's score, remember to place a Do Not Score label on the test booklet/answer document.

Each DTC must keep the *Test Irregularity Forms* on file for one year. **Do not send these forms to the test contractor.**

ELDA Test Coordinator's Manual

STUDENT CHEATING

When cheating is suspected, the school should follow policies and procedures established by the district for investigating and documenting this type of incident. If cheating is confirmed, the STC may choose to place an **Unscorable Document label** on the student's test booklet/answer document before it is returned to DRC. The STC should also attach a note to the student's score report indicating the violation and stating that the specific scores may not be representative of the student's proficiency. It is not necessary to report student cheating to the SDE.

STUDENT ILLNESS OR HOSPITALIZATION

Students who are described by a doctor as "physically and/or mentally unable to test" or "medically unable to attend school" during regular and make-up testing should be added to the "Students Not Tested on ELDA Report." Be sure to request the proper medical documentation from the parents following the Guidelines provided by the Office of Research in their 2006 memo. Place an **Unscorable document label** on each of the student's test booklets/answer documents before it is returned to the contractor.

STUDENT INJURY

Students who suffer injuries may be scheduled for testing later in the testing window if the student's condition warrants this delay. If a student cannot write or bubble answers because of an injury, such as a broken arm, the testing may be delayed and the student may follow any of the response options listed as an accommodation on page C2 of the *TAM*. These accommodations include changing the setting, timing, scheduling, presentation, or using one of the alternative response options. For example, some students find it easier to use a computer to type responses when they have a broken finger, broken wrist, or a broken arm. Other alternatives include having the student indicate the answer choices non-verbally (pointing) or dictating responses to a qualified individual. In each case, the TA and STC should follow the guidelines set forth in **Appendix C**.

STUDENT BECOMES ILL DURING TESTING

If a student is nauseated, vomits, bleeds, or displays other severe distress symptoms, the following guidelines offer appropriate actions for the TA and the STC to implement as needed. For any of these situations, document the incident in the student's records, indicating that the specific scores may not be representative of the student's achievement.

GUIDELINES FOR STUDENTS WHO BECOME ILL DURING TESTING

1. The TA should excuse the sick student from the testing room. The TA should not leave the room. If possible, send a monitor to accompany the child to the restroom, nurse's office, or other sick room.

ELDA Test Coordinator's Manual

2. If necessary, school procedures for dismissing students from the room should be followed as specified by school policies and procedures. Students should take a supervised break until the sick child is situated and the student's desk and the classroom have been cleaned. The determination to remove students from the classroom depends on the severity and the timing of the sickness. If available, students could be moved to another classroom to complete the test.
3. The TA can retrieve and save the student's test booklet/answer document for further use if it was not severely damaged. Reusable test booklets/answer documents are those that can be scanned by a machine and therefore scored.
4. It is acceptable to transfer student responses from the damaged test booklet/answer document to a new test booklet/answer document (obtained from the school overage) if the transcription can be accomplished in a safe, supervised, and secure manner.
5. The TA should return the partially completed test booklet/answer document to the STC and sign in the test booklet/answer document.
6. Damaged test booklets/answer documents should be destroyed or disposed of in a secure manner (e.g., shredding, burning) and this action must be documented on the Security Checklist so that test integrity is maintained at all times.
7. If a new test booklet is needed during make-up testing, obtain the appropriate grade cluster test booklet (and answer document, if applicable) from school overage, remembering to sign for the materials on the security checklist at the appropriate times. The security number of the new test booklet/answer document must be entered in the appropriate place on the security checklist.
8. Remember to place a Single Document label on the new test booklet/answer document and handcode all student demographic information. Follow the directions provided in Appendix A of the *TAM*.

ELDA Test Coordinator's Manual

TEST MATERIALS

- All test booklets/answer documents and customized materials are secure documents.
- Students in grades 3–12 will mark or write their responses in the answer documents. Teachers will record scores in test booklets for students in grades K–2.
- If a TA needs additional secure test materials, the STC must supply those materials. Secure test materials cannot be exchanged among TAs without checking those materials in an out with the STC and documenting the exchange on the School Security Checklist.
- Districts will be held responsible for missing materials that are not received or not returned to DRC.

RECEIPT OF TEST MATERIALS

The test materials are packaged by school, except for district overage materials, and shipped to the DTC.

- Select a secure storage space for the test materials.
- Move materials beyond the drop site to a secure location. The shipping representatives will only deliver materials directly inside the door of the specified shipping site.
- Save the original shipping boxes for returning test materials.

INVENTORY TEST MATERIALS

1. Confirm the total number of district and school boxes received with the number indicated on the last box. District administrative materials will be packaged in the last box of the district's shipment. This box will be identified by a round green "District Materials Enclosed" sticker on all four sides of the box.
2. Use materials such as the School Box Range Sheet to account for the total number of boxes specified for each school.
3. Call DRC if any boxes are missing or if you receive boxes that should have been delivered to another district. If you receive materials for a school that is not testing, you should return the materials to DRC with your other schools' materials **after** testing.
4. Make arrangements for the distribution of test materials to each school.
5. Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Overage Security Checklist and packing lists (found in the last box). The numbers on the range sheets are visible through the shrinkwrapped packages.
6. You should not open packages of secure shrinkwrapped materials that you will not be using. Return the unused secure materials to DRC in unopened packages; DRC will check in the materials as returned.
7. After all schools have inventoried their materials, notify DRC via fax or e-mail if any secure materials are missing.

ELDA Test Coordinator's Manual

RESOLVING SCHOOL SHORTAGES

- Use district overage for schools that did not order sufficient materials. Sign out these materials using the District Overage Security Checklist.
- You may transfer customized and overage test booklets assigned to one school to another school within your district. Complete an **Intra-District Transfer** form (page 23) and fax it to DRC. DTCs should keep the original form for their records.
- School-specific materials such as single document labels and return shipping labels may **not** be transferred to another school. These materials must be ordered for a specific school.
- If you open a shrinkwrapped package of materials, you must remove each test booklet/answer document from the pack and discard the shrinkwrap. Overage test booklets/answer documents without a label will be checked in as unused and will not be scored.
- If the quantity of district overage materials is insufficient to cover shortages or if more school-specific materials are needed, the **DTC** should complete and fax the appropriate **additional materials request form** to DRC using the procedures found on pages 19–22. The deadline for ordering additional materials is April 19.
- Check with all schools in your district before placing an order for additional materials so that only one order is necessary.
- Once additional materials are received, record the security numbers of all secure materials on the District Overage Security Checklist in the section titled **ADDITIONAL SECURE MATERIALS RECEIVED FROM THE CONTRACTOR**.

ADMINISTRATIVE PROCEDURES

- Work with the STCs to determine whether to use test materials with rips, folds, creases, and poor print quality or other types of irregularities. Call DRC if there are any questions about whether damaged materials should be used.
- Create a district security file to store security checklists, signed Test Security Agreements, and all documentation from STCs regarding any test security violations or testing irregularities. Keep the testing irregularity forms on file for three years. Do not send the forms to the SDE or DRC.

DEADLINE FOR RETURN SHIPMENT: APRIL 24, 2007

Return all secure materials to DRC via UPS. You should receive school boxes of secure test materials from each STC.

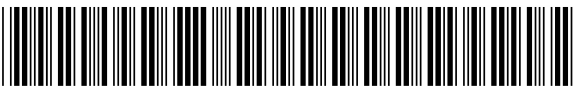
SCHOOL BOXES

Do not allow schools to share return shipping labels. If you need additional labels, contact DRC. **Check** school boxes to ensure that the STC has applied a return shipping label to each box. The return labels contain barcodes identifying the schools and test materials.

ELDA Test Coordinator's Manual

HOME SCHOOL MATERIALS

1. **Collect** all **used** test booklets/answer documents for home school students from the STCs.
2. **Make sure** a home school single document label has been completed and placed on each student's used answer document cover. Ensure that the label indicates "Home School" for the school name. (See sample below.)

^ ALIGN TOP OF LABEL ^	
S	S
	
L520730100000105	
0101 MIDTOWN DISTRICT 000 HOME SCHOOL	
ELDA 2007 SINGLE-DOCUMENT LABEL	

Make sure that all necessary demographic coding has been completed. If a home school student used accommodations and modifications, make sure the accommodation and modification codes are completed on the answer document cover.

Failure to code these fields may result in inaccurate scoring of the test.

3. **Do not separate** materials by the schools where students were tested.

DISTRICT BOXES

Materials needed: original shipping box(es) and return shipping label(s).

1. **Package** all home school secure materials in Box 1.
2. **Package** all secure district overage materials in the original shipping boxes. If you signed secure district overage materials out to a school, those materials will be returned in that school's box(es).
3. **Place** newspaper or other packing materials at the top of each box, if needed, to keep materials immobile during transit.
4. **Securely seal** the boxes and place a return shipping label and a UPS® return service label on each box. (See sample on the next page.)

ELDA Test Coordinator's Manual

- By Monday, April 23, 2007, **schedule** a pick-up of test materials through UPS by calling 1-800-742-5877.

JANE SMITH
MIDDLEVILLE
400 MIDDLEVILLE ST
MIDDLEVILLE SC 29620

20 LBS
RS
1 OF 1

SHIP TO:
CUSTOMER SERVICE
(763) 268-2000
DATA RECOGNITION CORP.
8900 WYOMING AVE
BROOKLYN PARK MN 55445

 **MN 559 9-21**


UPS GROUND
TRACKING #: 1Z 550 20X 90 5058 7607


BILLING: P/P
DESC: Test Material
RETURN SERVICE

Project Number: ESC730
UOW 8.0.18 TEC 8-472 80.1A 10/2006


ELDA **ED730**

FROM: 999000 (District Code)
DISTRICT NAME
9999 DISTRICT ADDRESS
CITY, SC 99999 (ZIP)

Materials Enclosed:

District Shipment: Box ____ of ____

TO: ELDA Spring 2007
c/o Data Recognition Corporation
8900 Wyoming Avenue North
Brooklyn Park, MN 55445



R52073099999999

- Store the boxes in a secure place until UPS arrives.

ELDA Test Coordinator's Manual

GENERAL INSTRUCTIONS

- After testing, add the District Overage and School Security Checklists, as well as **explanations** for any materials that were not returned, to your district security file.
- Send copies of any documentation relating to potential invalidations of an entire class, school, or district to the SDE.
- The *TAM* gives specific instructions to follow for documenting and reporting testing irregularities. Please refer to the *TAM* for these guidelines.

NONSECURE MATERIALS

Do not return nonsecure materials to DRC. The STC and DTC should arrange for these materials to be stored or discarded (e.g., thrown in the test trash, recycled). Retain several copies of the *Test Coordinator's Manual* and *TAMs* after testing for reference purposes.

ALERT PAPERS

Occasionally, student responses contain references to alarming or objectionable subject matter. Such references may include but are not limited to bullying, suicide, domestic violence, student mutilation, and parental abuse. As these responses are identified, DRC sends the SDE a copy of the offending content. The SDE personnel will fax this information to the student's school, requesting that the school's guidance counselor take appropriate action.

QUESTIONS

Should you need further assistance or have questions regarding the return of your materials, contact the DRC South Carolina Project Team Monday through Friday from 7:00 A.M. to 6:00 P.M. Eastern Time at 1-800-451-7834.

ELDA Test Coordinator's Manual

2007 ELDA DIRECTIONS ADDITIONAL MATERIALS ORDER FORM

DATA RECOGNITION CORPORATION
13490 BASS LAKE ROAD, MAPLE GROVE, MN 55311
PHONE: 1-800-451-7834 FAX: 1-866-237-9314

Only District Test Coordinators (DTCs) can place orders.

Use this form for ordering additional materials. Districts **will not** be charged for these materials.

1. Complete the following fields on this form:
 - Mark the reason for the request.
 - If ordering school-specific administrative materials, write each school's name and the BEDS code in the appropriate place and indicate quantity needed.
 - If ordering administrative materials (not school-specific), indicate quantity needed.
 - District Test Coordinator's Name
 - District Name
 - Phone Number
 - Date Ordered
2. Sign the form.
3. Fax the completed form(s) to the **DRC South Carolina Project Team at 1-866-237-9314.**
4. Requests for additional materials received before 2:00 P.M. Eastern Time will be processed the same day, contingent upon the volume of orders received that day. Orders received after this time will be processed the next business day. Orders will be processed as they are received. All orders will be shipped via UPS.
5. It is not necessary to include a shipping address; orders will be shipped to the address where the original test materials were shipped.
6. After the order has been processed, you will receive a fax confirmation that the order has been placed. **If you do not receive a confirmation within 24 hours after you faxed your order, please call the DRC South Carolina Project Team immediately at 1-800-451-7834.**



Additional Materials Request Fax Form

2007 ELDA

Fax to DRC 1-866-237-9314

DTC NAME: _____
 DISTRICT BEDS CODE: _____
 DISTRICT NAME: _____

DATE: _____
 PHONE NO: _____

REASON FOR REQUEST: _____ Packaging error _____ Change in enrollment _____ Other
 (misplaced, destroyed, etc.)

To order **Single-Document and Return Shipping Labels**, please use the form on the other side of this page. ⇒

<u>Quantity*</u>	<u>Item</u>		Large- Print Qty	Braille Qty
_____	Extra shipping boxes			
_____	<i>Test Administration Manual</i>			
_____	<i>Test Coordinator's Manual</i>			
_____	Kindergarten	Test Booklet	N/A	N/A
_____	Grade 1–2	Test Booklet	N/A	N/A
_____	Kindergarten, Grade 1–2	Support Materials (1 per test administrator)	N/A	N/A
_____	Grade 3–12	Speaking Scoring Guide (1 per test admin)	N/A	N/A
_____	Grade 3–5 Listening/Speaking	Test Booklet		
_____	Grade 3–5 Reading/Writing	Test Booklet		
_____	Grade 3–5 Listening/Speaking	CDs (2 per test administrator)	N/A	N/A
_____	Grade 6–8 Listening/Speaking	Test Booklet		
_____	Grade 6–8 Reading/Writing	Test Booklet		
_____	Grade 6–8 Listening/Speaking	CDs (2 per test administrator)	N/A	N/A
_____	Grade 9–12 Listening/Speaking	Test Booklet		
_____	Grade 9–12 Reading/Writing	Test Booklet		
_____	Grade 9–12 Listening/Speaking	CDs (2 per test administrator)	N/A	N/A
_____	Grade 3–5	Answer Document	N/A	N/A
_____	Grade 6–8	Answer Document	N/A	N/A
_____	Grade 9–12	Answer Document	N/A	N/A

*Please indicate the quantity of additional large-print and braille materials in the columns on the right.

NOTE: DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS 2:00 P.M. THURSDAY, APRIL 19.
ALL ORDERS ARE SHIPPED VIA UPS GROUND.
REQUESTS RECEIVED AFTER 2:00 P.M. WILL BE PROCESSED ON THE NEXT BUSINESS DAY.

USE THIS FORM TO REQUEST SINGLE-DOCUMENT AND RETURN SHIPPING LABELS



Additional Labels Request Fax Form
ELDA Spring 2007
Fax to DRC 1-866-237-9314

DTC NAME: _____
DISTRICT BEDS CODE: _____
DISTRICT NAME: _____

DATE: _____
PHONE NO: _____

REASON FOR REQUEST: _____ Packaging error _____ Change in enrollment _____ Other
(misplaced, destroyed, etc.)

BEDS Code	No. of Single Document Label Sheets	No. of Return Shipping Label Sheets

NOTE: DEADLINE FOR ORDERING ADDITIONAL MATERIALS IS 2:00 P.M. THURSDAY, APRIL 19.
ALL ORDERS ARE SHIPPED VIA UPS GROUND.
REQUESTS RECEIVED AFTER 2:00 P.M. WILL BE PROCESSED ON THE NEXT BUSINESS DAY.

INTRA-DISTRICT TRANSFER OF SECURE ELDA MATERIALS

Date: _____

District Name: _____

Material Name:

Security Number:

Origin School

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

Destination School

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

DISTRICT TEST COORDINATOR SIGNATURE: _____

**PLEASE FAX TO
THE DRC SOUTH CAROLINA PROJECT TEAM AT
1-866-237-9314**

Documents transferred without the use of this form will be the responsibility of the school that originally received the materials.

This sheet may be photocopied.



M52073010000001

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of the Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, 803-734-8781.